

DEPARTMENT OF PLANNING AND DEVELOPMENT

CITY OF NEWTON

Massachusetts

INTER-OFFICE CORRESPONDENCE

DATE: February 25, 2010

TO: John Lojek, Commissioner of Inspectional Services

FROM: Candace Havens, Acting Director of Planning and Development
Alexandra Ananth, Senior Planner

SUBJECT: **Administrative Site Plan Review – Sec. 30-5(a)(2)**
Lasell College Bragdon Quadrangle Building D

CC: Mayor Setti D. Warren
Alderman Scott Lennon, President of the Board
Ward 4 Alderman John W. Harney
Ward 4 Aldermen-at-Large Leonard J. Gentile and Amy Mah Sangiolo
Tom Daley, Commissioner of Public Works
John Daghlion, Associate City Engineer
Assistant Chief Bruce A. Proia, Fire Department

In accordance with Section 30-5(a)(2) of the City's Zoning Ordinance, which requires Site Plan Review for nonprofit educational uses, the Planning Department and other City departments have reviewed the proposed plans for the LASELL COLLEGE, BRAGDON QUADRANGLE BUILDING "D" submitted to the City of Newton on December 15, 2009. The proposed project is located on a parcel of land bounded by Woodland Road, Seminary Avenue, Myrtle Avenue, and Grove Street and includes the construction of a dormitory that is expected to hold 101 students plus a Resident Director within a 3-story building. The project also consists of an underground parking structure expected to contain 74 parking spaces. The Planning Department held a neighborhood meeting to discuss the project on Tuesday November 24, 2009.

PROJECT OVERVIEW

The subject parcel is located in a Single Residence 1 District. The 185,693 square foot parcel is part of the College's campus located within the Auburndale Historic District near the Auburndale village center. There are currently five structures on the parcel, known as the Bragdon Quadrangle: the Yamawaki Art and Cultural Center, Butterworth Hall, the Campus Center, the Bragdon Dorm, and a barn and former residential structure currently under construction as a new academic building with studio space and offices. There are also 74 surface parking spaces and 66 below-grade spaces located in the underground garage below the Campus center, Butterworth Hall, and Bragdon Dorm.

The building site is currently a surface parking lot with 32 stalls at the corner of the lot bounded by Woodland Road and Grove Street. Lasell College proposes to construct a three-story dormitory on the site that is expected to house 101 students plus a resident director. A parking structure below is proposed to contain 74 parking spaces to be available for students. The building is oriented inwards towards the Quad consistent with other buildings on the lot. The proposed entrance drive to the garage is located off of Woodland Avenue.

The College previously planned for a different dormitory to be located on the proposed site and completed the Administrative Site Plan Review process in 2001. The building was never constructed as the building as planned does not serve the current needs of the College.

The proposed new dormitory totals approximately 22,140 sq. ft. The Chief Zoning Code Official (CZCO) has completed her review of this project (*SEE "ATTACHMENT A"*) and notes that ***the applicant must obtain a special permit from the Board of Aldermen to exceed FAR, or request a Dover amendment waiver from the Commissioner of Inspectional Services. The applicant is proposing an FAR of 0.588 where 0.5 is required.***

As noted above, 74 new parking stalls will be added to the Bragdon Quadrangle and the additional stalls will produce a total supply of 170 stalls for the Quadrangle. ***The CZCO notes that 171 parking spaces must be provided on-site or the applicant must obtain a special permit from the Board of Aldermen to waive the required parking space.***

Over the past few years Lasell College has undergone a thorough master planning process and the proposed Building "D" dormitory is part of the first five-year phased plan. The Auburndale Historic District Commission has reviewed and approved the proposed design of the new building at its December 9, 2009 meeting.

The Fire Department appears to have access to two sides of the building, however, the Planning Department has not received a review from the Newton Fire Department as of the date of this memorandum. *Prior to the issuance of a building permit the Fire Department should review and approve plans for site accessibility and water.*

BACKGROUND

Lasell College, a nonprofit educational institution in the Auburndale section of Newton has operated at this locus for approximately 150 years and has expanded its facilities over time. The proposed new dorm building is the latest in a series of renovations and new buildings on the Lasell Campus, including the reconstruction and renovation/expansion of two existing buildings along Myrtle Avenue for an academic building with studio space and offices (approved under the Administrative Site Plan Review Process in 2009), two new dorms on Studio Road (approved under the Administrative Site Plan Review Process in 2008), and new signage. As mentioned above, the College previously planned for a different dormitory to be located on the proposed site and completed the Administrative Site Plan Review process in 2001. However, the building

was never constructed, as the building as planned does not serve the current needs of the College. Over the past few years Lasell College has undergone a thorough master planning process and the currently proposed Building "D" dormitory is part of the first five-year phased plan.

TECHNICAL CONSIDERATIONS

In accordance with Section 30-5 of the City's Zoning Ordinance, the plans were reviewed by the Chief Zoning Code Official for compliance with the dimensional tables contained in Section 30-15 and with parking regulations contained in Section 30-19. In addition, the Director of Planning and Development may consider the application in light of the *Site Plan Review Criteria* listed in Section 30-5(2)(c).

I. COMPLIANCE WITH SECTION 30-15

The following is a technical analysis of the proposed new dormitory building (*on a single lot bounded by Woodland Road, Myrtle Avenue, Seminary Avenue and Grove Street*) with respect to the dimensional requirements for a Multi-Use Institution in a Single Residence 1 District (Section 30-15, Table 2).

117 Woodland Avenue	ORDINANCE	EXISTING	PROPOSED
Minimum lot area	25,000 sq. ft.	185,693 sq. ft.	185,693 sq. ft.
Setbacks	72.8 ft. (w. avg.)	NA	74.2 ft.
Maximum building lot coverage	30%	16%	20%
Minimum open space	30%	NA	69%
FAR ¹	.2 (.5 w/ usable open space bonus)	.47	.588
Maximum building height	36 ft.	NA	31 ft.
Maximum number of stories	3	NA	3

Based on the submitted plans, the proposed new dormitory appears to comply with all of the dimensional controls in Section 30-15 of the Ordinance with the exception of FAR. *The applicant must either obtain a special permit or request a Dover amendment waiver from the Commissioner of Inspectional Services to exceed allowable FAR. The applicant has indicated that the College will request a waiver from the Commissioner.* As the proposed building is located in a Single Residence 1 District, the College is required to maintain a 60' vegetative buffer. Although the College is proposing to remove a number of trees along Woodland Road in order to site the new driveway leading to the proposed underground garage, the College appears to be maintaining the majority of the vegetative buffer and will be enhancing the landscaping as discussed later in this memorandum.

¹ In accordance with Section 30-15, Table 2, the permitted FAR may be increased by 0.1 for each additional 10% of the lot area that is devoted to usable open space to a maximum FAR of 1.0

II. COMPLIANCE WITH SECTION 30-19

The Myrtle Avenue Barn project (approved in 2009) is currently under construction; when it is completed, there will be 149 parking spaces on-site. The proposed new dormitory requires and additional 22 parking spaces for a total of 171 required parking spaces. The applicant is claiming to provide 170 parking spaces on-site although submitted plans do not show all of these parking spaces as 66 stalls are purportedly in the existing below grade garage. *Prior to the issuance of a building permit the applicant must provide one additional parking space on-site or obtain a special permit from the Board of Aldermen to waive the required parking space.* Finally, the Planning Department notes that plans should show that six stalls are designated as handicap-accessible stalls.

Site Lighting

Lasell College submitted a photometric plan for the proposed new dormitory building. *The Planning Department notes there is some light spillover onto Woodland Road at the proposed new driveway access. As this spillover is in the interest of public safety, the applicant can request a Dover amendment waiver from the Commissioner of Inspectional Services.*

As the building is designed to relate to the interior of the quadrangle, there are few windows on the north façade facing residential abutters. The proposed west elevation, however, has many windows, which face the residential neighborhood, and the Planning Department recommends using window treatments similar to the ones used at the East-West dormitory to help with privacy issues. *The Planning Department recommends that all exterior lighting make use of shields and/or be directed in a way to prevent glare, particularly on the north and west facade of the building and garage entrance.*

III. AUBURNDALE LOCAL HISTORIC DISTRICT

The property is located within the Auburndale Historic District and the District Commission reviewed proposed plans at their December meeting. The Commission issued a Certificate of Appropriateness approving the proposed design, which incorporated changes made at the meeting concerning the north façade horizontal element and the fire door; The Certificate notes that final approval is contingent upon Lasell College returning to the Commission once it completes the design development stage and creates a mock-up of the proposed materials for the building upon commencing construction, and provides landscaping details (**SEE "ATTACHMENT B"**).

IV. SITE PLAN REVIEW CRITERIA

As per Section 30-5 of the Zoning Ordinance, the Director of Planning and Development may consider this project in light of the following criteria:

A. *Convenience and safety of vehicular and pedestrian movement within the site and in relation to the adjacent streets, properties or improvements*

Submitted plans call for an additional curb cut approximately 20 feet east of the existing fire access road on Woodland Avenue. This curbcut will lead into the proposed underground garage. The applicant is also proposing to remove some surface parking within the interior of the quadrangle in favor of more lawn area and pedestrian site circulation is based on the idea that the new building will face inward towards the quadrangle. With the exception of the new curb cut on Woodland Avenue, the College is not making any changes to site access into and out of the Bragdon Quadrangle.

Although there is a single-family residence with a circular driveway located across Woodland Avenue from the proposed new curbcut sight lines are adequate and there should be no conflict with abutting properties.

The Planning Department notes it is not clear if there will be a pedestrian pathway from Woodland Ave leading to the proposed new building and recommends the College consider provision for a pathway if there is not one already.

The Fire Department appears to have access to two sides of the building, however, the Planning Department has not received a review from the Newton Fire Department as of the date of this memorandum. *Prior to the issuance of a building permit the Fire Department should review and approve plans for site accessibility and water.*

B. *Provision of off-street loading incidental to the servicing of the building*

The Planning Department notes that no dumpsters appear on the site plan; therefore, it is not clear how the building will be serviced and how trash will be removed. *The College should clarify this prior to the issuance of a building permit and ensure adequate screening if a dumpster is to be located on-site.*

C. *Screening of parking areas and structures*

The proposed new dormitory will be located on an existing asphalt parking area. The College did submit a preliminary landscape plan, which indicates that the existing vegetative border along Grove Street and Woodland Avenue will be maintained. Plans also indicate that some existing paving within the quadrangle will be removed in favor of lawn and the roof of the proposed new underground garage will also be lawn area. *The College does appear to be removing some trees, however, and should consult with the City's Tree Warden on the removal of any trees prior to issuance of a building permit. Care should be taken to protect existing trees during construction.*

D. *Provision of Utilities, adequacy for the methods for disposal of sewage, refuse and waste, and location of utility service lines underground*

The Associate City Engineer reviewed the subject proposal and included his comments in a memorandum, dated December 7, 2009 (*See "ATTACHMENT C"*). He

notes a number of items that need additional information or clarification. *Lasell College should respond to all issues raised by the Associate City Engineer prior to the issuance of a Building Permit.*

E. Site/Relationship to Nearby Structures

Five other College buildings are already located on this single lot bounded by Woodland Road, Grove Street, Seminary Avenue and Myrtle Avenue. All are varying in style; Campus Center and Butterworth Hall are three-story brick structures with stucco and metal accents, Bragdon Hall is a three-story brick building, and the newest building, the Yamawaki Center is a 2½-story wood structure; the Myrtle Avenue building currently under construction will have a Hardiboard panel façade treatment and stucco elements.

The proposed new building will also be a mix of painted fiber cement clapboards, architectural panels (fiber cement) and brick, with a zinc-coated copper standing seam roof. Proposed retaining walls will be gray/buff stone. Although institutional in style the proposed building relates well to other buildings on site and should present well to the neighborhood if lighting is kept to a minimum. The Planning Department notes the building is three stories (aboveground) which is in keeping with other buildings on-site and in the neighborhood.

CONSTRUCTION MANAGEMENT

Lasell College must perform all construction in accordance with the conditions of a Construction Management Plan ("C.M.P."). Area residents will be concerned about the impact of truck traffic and contractor parking in their neighborhood. These issues, along with the security of the site, should be emphasized in the C.M.P. The C.M.P. should be submitted to the City Engineer, City Traffic Engineer, Director of Planning and Development, and Commissioner of Inspectional Services for review and approval prior to the issuance of a building permit for this project. The C.M.P. should be expected to include all items listed below, as well any additional requirements contained in the Associate City Engineer's memorandum:

- a) Designated contract person for the construction along with 24-hour contact phone numbers to be distributed to area residents
- b) Bi-Monthly construction updates for distribution to neighbors
- c) Security fencing around the entire construction site
- d) Designated truck routes and truck access points to the construction site, including the hours of delivery of any materials
- e) On-site parking for contractors and subcontractors involved in any construction on-site
- f) Provision to control construction debris and dust on neighborhood streets
- g) Hours of construction
- h) Statement regarding noise control (Noise levels at the site must comply with the City's Noise Control Ordinance, Section 20-13)

- i) Plans designating on-site construction staging area and an on-site holding area of sufficient size to prevent queuing of trucks waiting to deliver materials
- j) Erosion control measures
- k) Material storage area(s)
- l) Construction phasing plan
- m) Tree Removal and Protection Plan

LASELL COLLEGE NEIGHBORHOOD COUNCIL

The Planning Department strongly recommends continued and frequent communication through the Lasell College Neighborhood Council, as this Council provides a forum to discuss material issues of general and mutual concern to the City of Newton, Lasell College, and area neighbors.

CONCLUSIONS AND RECOMMENDATIONS

With your agreement, prior to the issuance of a building permit, Lasell College should be expected to:

- *Obtain a special permit from the Board of Aldermen to exceed FAR, or request a Dover amendment waiver from the Commissioner of Inspectional Services;*
- *Provided one additional parking stall on-site or obtain a special permit from the Board of Aldermen to waive the required parking space;*
- *Request a Dover amendment waiver from the Commissioner of Inspectional Services for light spillover along the sidewalk at the new curbcut;*
- *Receive final approval of plans from the Auburndale Historic District;*
- *Provide a pedestrian pathway from Woodland Avenue to the proposed building if there is not one already;*
- *Present evidence that the Newton Fire Department has reviewed and approved plans for site accessibility and water;*
- *Clarify where any dumpsters will be located and how the building will be serviced;*
- *File for a tree removal permit with the City's Tree Warden;*
- *Respond to all issues raised in the Engineering Department Memorandum;*
- *Submit a Construction Management Plan, with the requirements described above, acceptable to the Commissioner of Inspectional Services and Director of Planning and Development; and*
- *All plans should be stamped and signed by a registered professional.*

ATTACHMENTS:

ATTACHMENT A – ZONING REVIEW MEMORANDUM, DATED JANUARY 14, 2010


ATTACHMENT B - CERTIFICATE OF APPROPRIATENESS AUBURNDALE HISTORIC DISTRICT COMMISSION, DATED DECEMBER 10, 2009

ATTACHMENT C - MEMO OF ASSOCIATE CITY ENGINEER, DATED DECEMBER 7, 2009

Zoning Review Memorandum**Administrative Site Plan Review – Educational Institution**

Dt: January 14, 2010

To: John Lojek, Commissioner of Inspectional Services

Fr: Eve Tapper, Chief Zoning Code Official
Candace Havens, Acting Director of Planning and Development 

Re: Zoning review of application for administrative site plan review for the construction of a new dormitory.

Applicant: Lasell College	
Site: Grove Street and Woodland Road – Bragdon Quad Building D	SBL: Sect 43, Blk 32, Lot 1
Zoning: SR-1	Site Area: 185,693 sq. ft.
Current Use: Five different buildings for use by the College	Proposed Use: Six buildings for use by the College

Background:

Lasell College, a nonprofit educational institution within Auburndale has operated at this locus for some time and has expanded its facilities over the years. Lasell College has submitted an application to the Director of Planning and Development for review. In 2001, a new dormitory was approved in this location as the final phase in a multi-building project. The previously approved building was not constructed as planned because, by the time it was scheduled, the structure no longer met the changing needs of the College. The subject project proposes the construction of a new dormitory on the site with several other existing buildings.

Administrative determinations

1. As the applicant is a nonprofit educational entity, the proposed project is subject to the administrative site plan review procedure per Section 30-5(a)(2). This procedure governs the review of Dover-protected entities. Existing conditions that vary from and pre-date Table 2, *Dimensional Requirements for Religious and Non-profit Educational Uses*, adopted in 1987, are considered legal nonconforming.
2. The campus consists of multiple lots acquired by the College over time. With respect to educational institutions, historically the City's policy has been to apply Table 2 requirements on a case-by-case basis to the campus as a whole (to its perimeter lot lines) unless specific conditions necessitated a different approach. In this case, the site under consideration for the proposed dormitory is comprised of a single lot bounded by Myrtle Avenue, Grove Street, Seminary Avenue, and Woodland Road and totals 185,693 square feet according to the submitted survey plan.

3. The proposed project is subject to the Newton Zoning Ordinance (Ordinance), including Section 30-15, Table 2, *Dimensional Requirements for Religious and Non-profit Educational Uses* (see chart below), Section 30-16 Dimensional Requirements for Dormitories in Residence Districts, and Section 30-19 Parking and Loading Facility Requirements.

SR-1 Zone	Required	Existing	Proposed
Lot size	25,000 sq. ft.	185,693 sq. ft. ¹	No change
Setbacks	72.8 feet ² with a 60 foot vegetative buffer	N/A	74.2 feet with vegetation
FAR	0.5 ³	0.47	0.588
Building Height	36 feet	N/A	31.04 feet
Max. No. of Stories	3	N/A	3
Max. Lot Coverage	30%	16%	20%
Min. Open Space	30%	Information not provided by applicant	69%

¹ The submitted survey plan calculates this lot size; however, the plan is neither stamped nor signed by a licensed professional. Lasell College submitted a project for Administrative Site Plan Review in early 2009 for a different building on another portion of this lot. In that application, the College submitted a survey plan that calculated the lot size as 185,103 square feet for the same lot. The City's Assessor's Database agrees with this latter figure. The calculations on this chart are based on a lot size of 185,693 square feet per the survey plan submitted with this application. However, this discrepancy should be addressed before Administrative Site Plan approval is granted.

² The Ordinance requires a setback of 60 feet or (height + length + width)/3 whichever is greater. In this case, the latter equals 72.8 feet and is therefore the required setback.

³ The maximum FAR is 0.2. However, Table 2, footnote 3 allows an FAR bonus (see discussion below).

4. Section 30-15, Table 2, footnote 3 allows an FAR bonus of 0.1 for each full 10% of open space that is provided on the subject lot above the minimum required 30%. In this case, 69% of the lot is proposed as open space – 39% more than the minimum required. This project qualifies for an FAR bonus of 0.3 (there is at least 30% more open space than required). Although, the proposed project provides almost 40% more open space than required, the footnote does not allow for a bonus for each 10% over the minimum or fraction thereof. Therefore, the applicants do not receive a bonus for the extra 9% that they are over the requirement. If they intend to build the project as proposed, the applicants must obtain a special permit from the Board of Aldermen to exceed FAR or request a Dover amendment waiver from the Commissioner of Inspectional Services.
5. Section 30-19(c) and (d) set out the applicable requirements pertaining to the required number of parking spaces. As the proposed new building will cause an increase in the number of required spaces, the formula A-B+C set out in Section 30-19(c)(2)(a) applies. In their 2009 Administrative Site Plan application for a different project on the same lot, the proponents calculated the number of

parking spaces required for the proposed uses on the site taking into account that not all of the uses will be used simultaneously. The Commissioner of Inspectional Services agreed that 193 parking spaces were required at that time, but under the formula in Section 30-19(c)(2)(a), only 149 needed to be provided on-site.

The current project requires an additional 22 parking spaces (see chart below) for a total of 215 required spaces. Since there are currently 149 parking spaces on-site (or will be when the project approved last year is constructed), the proponent must provide the additional 22 parking spaces for a total of 171 spaces on-site. The proponents claim to provide 170 parking spaces on site, although submitted plans do not show all of these parking spaces. No plans of the existing garage that purportedly has 66 parking spaces, including three handicapped spaces, were submitted. The submitted plans show 30 at-grade parking spaces, three of which are designated handicapped spaces. (The narrative submitted with the plans states that there are four at-grade handicapped spaces, but only three are shown.) More detailed plans showing all of the proposed parking on-site should be submitted.

In addition, the proponent must provide one additional parking space on site or obtain a special permit from the Board of Aldermen to waive the required parking space per Section 30-19(m).

Dormitory Use	Formula to Calculate Requirement	Number of Spaces Required
101 students	1 space / 5 students	21
1 staff	1space / 3 staff	1
TOTAL		22

6. Section 30-19(h)(2)(c) lays out the requirements for handicap parking spaces in parking facilities with greater than five parking spaces. For parking facilities of the size proposed, 3% of the total spaces or six stalls must be designated as handicap-accessible. The narrative accompanying the plans states that this requirement has been met, but the proponents have not submitted plans that to prove this assertion.
7. Section 30-19(k) requires one bicycle parking space per ten vehicle parking spaces. Since there must be 171 vehicle parking spaces for the proposed project, 17 bicycle parking spaces are required. The narrative states that the proponents have provided these spaces; however, none are depicted on the submitted plans.

8. See table "Administrative Site Plan Review – Nonprofit Educational Use," below.

Administrative Site Plan Review – Nonprofit Educational Use		
Ordinance		Action Required
	Section 30-15, Table 2	
30-5(a)(2)(a) 30-15, Table 2	Exceed maximum FAR	Dover waiver or SP per §30-24
	Parking	
30-19(d), 30-19(m)	Waive the requirement of one parking space	SP per §30-24

Plans and materials reviewed:

- Zoning Narrative for Administrative Site Plan Review "Lasell College, Bragdon Quadrangle Building "D", Newton, MA," dated December 11, 2009, signed and stamped by Jana Gooden Silsbey, Registered Architect
- "EX-01, Topographic Site Plan, Newton, Massachusetts, Showing Existing Conditions at Seminary Ave, Grove St. & Woodland Road," dated October 28, 2009, neither signed nor stamped by a licensed professional
- "EX-02, Topographic Site Plan, Newton, Massachusetts, Showing Existing Conditions at Seminary Ave, Grove St. & Woodland Road," dated October 28, 2009, neither signed nor stamped by a licensed professional
- "PP-01, Topographic Site Plan, Newton, Massachusetts, Showing Proposed Conditions at Seminary Ave, Grove St. & Woodland Road," dated December 11, 2009, neither signed nor stamped by a licensed professional
- "PP-02, Topographic Site Plan, Newton, Massachusetts, Showing Proposed Conditions at Seminary Ave, Grove St. & Woodland Road," dated December 11, 2009, neither signed nor stamped by a licensed professional
- "Lasell College – Bragdon Quad Building D, Newton, Massachusetts, Schematic Site Plan," dated December 11, 2009, signed and stamped by Mark G. Kopchel, Registered Landscape Architect
- "AS-01, Architectural Site Plan: Surroundings," dated 12/11/09, signed and stamped by Jana Gooden Silsbey, Registered Architect
- "AS-02, Architectural Site Plan: Project Area," dated 12/11/09, signed and stamped by Jana Gooden Silsbey, Registered Architect
- "A-101, Proposed Underground Parking Plan," dated 12/11/09, signed and stamped by Jana Gooden Silsbey, Registered Architect
- "A-102, Proposed Floor Plans," dated 12/11/09, signed and stamped by Jana Gooden Silsbey, Registered Architect
- "A-103, Proposed Mech. Mezzanine and Roof Plans," dated 12/11/09, signed and stamped by Jana Gooden Silsbey, Registered Architect
- "A-200, Proposed Elevations," dated 12/11/09, signed and stamped by Jana Gooden Silsbey, Registered Architect



CITY OF NEWTON, MASS.

Department of Planning and Development
Michael J. Kruse, Director

ATTACHMENT B

David B. Cohen
Mayor

Telefax
(617) 796-11

RECORD OF ACTION:

DATE: December 10, 2009

SUBJECT: 117 Woodland Road – Certificate of Appropriateness

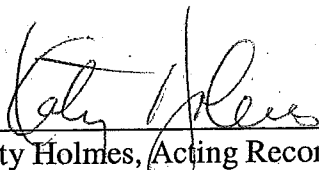
At a scheduled meeting and public hearing on December 8, 2009 the Auburndale Historic District Commission, by vote of 5-0,

RESOLVED to approve the proposed design, which incorporates changes made at this meeting concerning the north-façade horizontal element and the fire door; but that final approval is contingent upon Lasell College returning to the Commission once it completes the design development stage and creates a mock-up of the proposed materials for the building upon commencing construction, and provides landscaping details for the site.

Voting in the Affirmative:

Italo Visco, Chairman
Nancy Grissom, Member

Patricia Bottomley, Member **Mark Armstrong, Alternate**
Patricia Baker, Member



Katy Holmes, Acting Recording Secretary

CITY OF NEWTON
ENGINEERING DIVISION

MEMORANDUM

To: Michael Kruse, Director of Planning

From: John Daghljan, Associate City Engineer

Re: Administrative Site Plan Review – Building D ~ Lasell College

Date: December 7, 2009

CC: Lou Taverna, P.E., City Engineer (via email)
Linda Finucane, Associate City Clerk
Candace Havens, Chief Planner (via email)
Ben Solomon Schwartz, Planner (via email)

In reference to the above site, I have the following comments for a plan entitled:

*Lasell College
Bragdon Quad
Building D*

Prepared By: VTP Associates, Inc.

Dated: October 28, 2009

Administrative site Plan Review Dated: 11/3/'09

Access & Lighting:

1. In concert with the proposed curb cuts for the access driveway the applicant shall construct new concrete sidewalks along the entire frontage of Woodland Road [as an pedestrian path of travel exists from Grove Street to Seminary Avenue] the proposed building is within a public school zone and as a public benefit the sidewalks will be utilized by the entire neighborhood.
2. The existing gravel fire lane access driveway has experienced washouts of the gravel. Based on two site visits on different days last week, delivery trucks are utilizing the fire lane to stop and make deliveries and to turn travel directions rather than using the public street. Although this fire lane was permitted during the filings for the two adjoining buildings it is evident that the base material is not maintained or stable; therefore due to the washouts and for proper emergency

access the gravel driveway shall be paved with bituminous concrete to provide a safe area for fire trucks to place the stabilizing outriggers.

3. The proposed access driveway for this building is directly across the residential driveway at #110 Woodland Road (although not shown on the plan) the engineer of record needs to demonstrate that the proposed driveway will not impact the neighbor across the street.
4. The two driveway curb cuts shall conform to the City's Construction Standards with ADA access provisions.
5. A light plan is needed to ensure that the lights from the proposed underground garage will not impact the neighbors across the street on Woodland Road. Clarification is needed as to how the access driveway will be illuminated.
6. A stop sign will be needed at the exist point of the proposed access driveway as it merges onto Woodland Road.

Sewer:

1. The service connection from the proposed building to the existing sewer main will require a manhole to be added at the main.
2. A detailed profile is needed which shows all utilities within a 10' radius of the proposed location including but not limited to the existing water main, proposed water service(s), sewer main and proposed sewer service(s) with the slopes and inverts labeled to ensure that there are no conflicts between the sewer services and the water service. The minimum slope for a service is 2.0%, with a maximum of 10%. Pipe material shall be 6" diameter SDR 35 PVC pipe within 10' of the dwelling then 4" pipe per Massachusetts State Plumbing Code. In order to verify the slopes and inverts of the proposed service connection, two manholes of the existing sanitary sewer system need to be identified on the plan with rim & invert elevations. The crown of the service connection & the sewer man need to match.
3. All pipes and manholes shall be pressure tested in accordance to the City of Newton Construction Standards and Details.
4. All utility trenches with the right of way (including sidewalks) shall be backfilled with Control Density Fill (CDF) excavatable Type I-E; detail is available in the City of Newton Construction Standards Detail Book.
5. Floor drains within the underground parking garage shall be connected to the sanitary sewer main via a MDC Gas & Oil separator.

Drainage:

1. A drainage analysis needs to be performed based on the City of Newton's 100-year storm event of 6-inches over a 24-hour period. All runoff from impervious areas need to be infiltrated on site.
2. Test pits and percolation tests are required within 20-feet of each system. Soil logs shall be submitted with the drainage calculations for evaluation.
3. The overflow pipe from the proposed storm-water leaching area parallel to Woodland Road must be connected to the drain main via a manhole.
4. Impervious barriers shall be installed downstream of each proposed storm-water leaching facility.
5. When a connection to the City's drainage system is proposed, prior to approval of this permit a Closed Circuit Television (CCTV) inspection shall be performed and witnessed by the Engineering Division, the applicant shall retain a contractor that specializes in CCTV inspection. The applicant shall contact the Engineering Division 48 hours in advance to schedule an appointment. At the end of the inspection the video or CD shall be given to the inspector. Furthermore, upon completion of the connection to the drainage system a Post – Construction video inspection shall also take place and witnessed as described above.
6. A hydraulic capacity of the downstream drainage system needs to be evaluated and submitted to the Engineering Division to determine any impact to the municipal drainage system.
7. An Operations and Maintenance (O&M) plan for Stormwater Management Facilities needs to be drafted and submitted for review. Once approved the O&M must be adopted by applicant, incorporated into the deeds; and recorded at the Middlesex Registry of Deeds. A copy of the recording instrument shall be submitted to the Engineering Division. Annual Inspection reports shall be submitted to the Commissioner of Public Works.
8. It is imperative to note that the ownership, operation, and maintenance of the proposed drainage system and all appurtenances including but not limited to the drywells, catch basins, and pipes are the sole responsibility of the applicant.

Environmental:

1. Has a 21E investigation & report been performed on the site, if so copies of the report should be submitted the Newton Board of Health and the Engineering Division.
2. Are there any existing underground oil or fuel tanks, are they to be removed, if they have been evidence should be submitted to the Newton Fire Department, and Newton Board of Health.
3. If the total site disturbance is over an acre, a Phase II General Construction (NPDES) Permit will need to be filed with DEP & EPA. A Stormwater Pollution Prevention Plan (SWPPP) will need to be developed.

Water:

1. Fire flow testing is required for the proposed fire suppression system. The applicant must coordinate this test with both the Newton Fire Department and the Utilities Division; representatives of each department shall witness the testing, test results shall be submitted in a write report. Hydraulic calculation shall be submitted to the Newton Fire Department for approval.
2. For water quality issues a fire hydrant will be required at the end of the proposed water main. This hydrant will be utilized for flushing out the main as required.
3. Gate valves at for the domestic & fire suppression system are required at the City main the plans need t be updated.

General:

1. As of January 1, 2009, all trench excavation contractors shall comply with Massachusetts General Laws Chapter 82A, Trench Excavation Safety Requirements, to protect the general public from unauthorized access to unattended trenches. Trench Excavation Permit required. This applies to all trenches on public and private property. *This note shall be incorporated onto the plans*
2. All tree removal shall comply with the City's Tree Ordinance.
3. The contractor is responsible for contacting the Engineering Division and scheduling an appointment 48 hours prior to the date when the utilities will be made available for an inspection of water services, sewer service, and drainage system installation. The utility is question shall be fully exposed for the inspector

to view; backfilling shall only take place when the City's Inspector has given their approval. *This note should be incorporated onto the plans*

4. No excavation is allowed on City streets from November 15th to April 15th.
5. The applicant will have to apply for Street Opening, Sidewalk Crossing, and Utilities Connecting permits with the Department of Public Works prior to any construction. *This note must be incorporated onto the site plan.*
6. The applicant will have to apply for a Building Permits with the Department of Inspectional Service prior to any construction.
7. Prior to Occupancy permit being issued, an As-Built Plan shall be submitted to the Engineering Division in both digital format and in hard copy. The plan should show all utilities and final grades, any easements and final grading. *This note must be incorporated onto the site plan.*
8. If a Certificate of Occupancy is requested prior to all site work being completed, the applicant will be required to post a Certified Bank Check in the amount to cover the remaining work. The City Engineer shall determine the value of the uncompleted work. *This note must be incorporated onto the site plan.*

Note: If the plans are updated it is the responsibility of the Applicant to provide all City Departments [Conservation Commission, ISD, and Engineering] involved in the permitting and approval process with complete and consistent plans.

If you have any questions or concerns please feel free to contact me @ 617-796-1023.